



Office of Continuing Medical Education
Event Fee Schedule

Please read this schedule in its entirety.

Title of Event: _____

Date of Event: _____

Course Director Name: _____

BUSINESS MANAGER, ADMINISTRATOR OR PERSON WITH AUTHORIZED FINANCIAL OVERSIGHT:

Name: _____

Email Address: (for business manager or administrator) _____

CME Administrative Fee

This signed fee schedule should be submitted simultaneously with the CME Event Application. Should your event be cancelled or not take place within 365 days from the application submission date, there will be a **\$750 cancellation fee applied**. The CME Accreditation Fee will be payable at the time of the application submission and will be charged to the speed type provided on this application. If meeting management services are provided, these will be charged at the end of the event.

Payment can be made with departmental speed type, purchase card, check or wire transfer.

Please select from the following how the CME Administrative Fee will be paid:

(please check mark or highlight the option)

Provide department speed type: _____

- ☐ Department/Administrator Purchase Card (CME office will contact the administrator for this information.)
- ☐ Check (Mail to Office of Continuing Medical Education, Emory University School of Medicine, 100 Woodruff Circle, Suite 331, Atlanta, GA 30322)
- ☐ Wire Transfer – (CME office will contact the administrator for this information)

Chair/Director/Business Manager

Signature of Approval: _____

Name: _____ **Title:** _____

Date of Approval: _____

All fees collected are used to offset operating costs of the OCME so that we can continue providing these valuable services.

CME/CDE Accreditation Fee

Emory Office of Continuing Medical Education (OCME) is approved by the Accreditation Council for Continuing Medical Education (ACCME) to award **AMA PRA Category 1 CME Credit** to physicians for educational events which meet ACCME Accreditation requirements. The OCME will provide the following services required for certification.

- Participate with the Event Director to plan the content of the education program
- Ensure ACCME compliance including review of all documents required for accreditation
- Assist the Event Director to identify professional practice gaps, education needs, and session objectives to meet the identified needs
- Assist with selection of a date for the event
- Ensure adherence to the Emory University Conflict of Interest and Industry Relations Policies and the ACCME Standards for Integrity and Independence in accredited Continuing Education by reviewing ALL Financial Disclosure Forms and ALL persons involved in the planning of the event and in control of the content
- Review Event Director, Planning Committee Members, and Faculty disclosure information and assist with the mitigation of all conflicts of interest
- Assist with the development of a budget including making recommendations for registration fees
- Approve all marketing materials and brochures
- Advertise the meeting on the OCME website
- Provide attendees with certificate claiming instructions for general events
- Provide attendees with text in attendance instructions for RSS events
- Approve event evaluation tools
- Execute Letters of Agreement (LOA) with commercial supporters and exhibitor agreements with exhibitors. OCME requires that a LOA with commercial supporters be fully executed and on file with the OCME.
- Ensure that all disclosures and commercial support are communicated to learners via event rolling slides and attendee announcements
- Review of the proposed and final income and expense budget. Reconciliation of event budget within 60 days of the event's conclusion
- Arrange that a designated individual is on site to ensure ACCME compliance. ***The event will cover travel expenses including hotel and meals for CME staff.***
- Maintain the event attendance roster for 6 years in CME Tracker Database
- **Exhibitor oversight for Accreditation Only events.**

CME/CDE Accreditation Fees

(please check mark or highlight the option)

☐ 2 – 4 credits	\$2,500
☐ 5 – 8 credits	\$3,000
☐ 9 – 12 credits	\$3,500
☐ 13 – 16 credits	\$4,000
☐ 17 – 20 credits	\$4,500
☐ Over 20 credits	\$5,000

Maintenance of Certification (MOC) Fee

☐ per board application \$500

Specialty Credit Fee (Application Process)

☐ Nursing Credit	\$250
☐ PharmD Credit	\$250
☐ AAFP Credit	\$250
☐ Dental Credit (CME Events)	\$250
☐ Athletic BOC Credit	\$250
☐ Physical Therapy Credit	\$250

Notes:

Meeting Management Service Fees – In-person, Hybrid, Virtual Events (In addition to Accreditation Fees)

Emory OCME includes qualified meeting professionals who are available to provide meeting management services. The following list of services will be provided:

• Work with the Event Director to develop a meeting budget • Meeting site selection including contracting for meeting venue and services (travel expenses for OCME staff for all site visits will be charged directly to event speed type) • Develop an event marketing plan to include: ○ Program brochures, postcards or flyer (the cost of the design, printing, postage, shipping will be charged to event speed type) ○ Obtain mailing list of appropriate target audiences (the cost of the lists, postage, and fulfillment will be charged to event speed type) ○ Facilitate 1 – 2 post card mailing distributions ○ Email program announcements to past registrants ○ Marketing events on Emory University/Hospital websites which include Emory Healthcare, Emory Department of Medicine, Huddle, Emory Physician Hot List. (OCME does not have social media marketing pages) • Communicate with speakers and course faculty regarding hotel information, travel information, AV presentation needs, expense reimbursement and honoraria. See speaker honoraria and expense reimbursements surcharge • Exhibitors: Send letters of request for commercial exhibitors and on-site management of exhibit hall. See exhibitor surcharge ○ Create exhibitor prospectus with course director ○ Invite potential exhibitors ○ Manage exhibitor agreements from the company ○ Submit exhibitor agreements on company website ○ Set-up/Manage Exhibit Space on-site ○ Management exhibitor payments ○ Facilitate exhibitor communications • Provide activity registration services including on-line registration, onsite registration and credit card processing for payment of registration fees. (credit card processing fees will be paid by the event) ○ Generate registration reports ○ Email registration confirmations and payment receipts ○ Provide name badges for attendees and faculty ○ Provide a final report of registrants and attendees ○ Process refunds for registrants that cancel prior to the pre-meeting cancellation date • Food and Beverage: ○ Manage the breakfast, lunches, and breaks associated with the event.	(please check mark or highlight the option) ☐ ½ day course \$2,000 ☐ 1 day course \$2,500 ☐ 2 day course \$3,000 ☐ 3 day course \$4,000 ☐ 4 day course \$5,000 ☐ 5 day course \$6,000 ☐ On-Campus Venue Surcharge: (additional 25% applied to the chosen course fee above). Total: \$ _____ Will commercial support be requested for this event? ☐ Yes ☐ No EXHIBITOR SURCHARGE: CME Office will retain 10% of the exhibitor/product theatre agreement fee. SPEAKER HONORARIA: (Domestic Only) Administrative fee per speaker \$50.00 EXPENSE REIMBURSEMENTS: Administrative fee per speaker \$50.00
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- **Hotel Contracts:**
 - Manage the contract review with venue
 - Contact hotel for site visits (travel fees will be covered by event speed type)
 - Manage payment of invoice with venue
- Outside of event dinners and special events or social outings will require an additional management fee or referral to an outside event planner may apply)
- Coordinate pre-meeting logistical arrangements and on-site services assistance throughout meeting, help with food functions, AV arrangements, and exhibitor management (cost of shuttle services or other transportation services will be charged to the event speed type)
- **Audio Visual Management (AV)** will be managed by the coordinator, whether working with venue AV company or an outside AV company.
- Preparation of content from faculty for presentation links for attendees.
- Develop an activity evaluation form, distribute survey form to attendees and generate evaluation report after meeting
- Provide post-meeting reporting/services to include:
 - Payment of all final invoices and expenses
 - Payment of honoraria and speaker travel reimbursement
 - Summary of evaluation data
 - Final attendance roster
 - Final budget and post reconciliation of CME Fees and credit card fees
 - We may request the financial manager be present during the post meeting and budget review

***WHERE APPLICABLE, if the activity is held at an off-campus location (hotel/conference center) a contract will be created between Emory University School of Medicine and the venue. The contract will be reviewed by the Emory University Procurement Office. If a hotel, conference center, or other outside venue imposes any fees because your event was cancelled, rescheduled, or did not meet agreed upon criteria, payment of those fees is the responsibility of your department.**

Additional CME Staff Support

If additional CME staff support is needed onsite for events with complex activities including multiple exhibitors, breakout sessions, and large attendance check-in.

Fee: \$1,200 per additional member of staff (3 or more) per event.

Accreditation Only

These services are also available independent of the Accreditation and Meeting Management Fees.

Online Registration Services: ○ Credit card/check/journal transfer processing and transfer into departmental accounts ○ Generation of registration reports ○ Email registration confirmation and payment receipt ○ Generation of activity sign-in reports ○ Creation of faculty and registrant badges ○ Processing of registration cancellation refunds	☐ 10% of Total Registration Revenue A fee will be assessed for all refunds processed.
Exhibitor Oversight – Meeting Planner • Make sure commercial support does not interfere with CME educational sessions.	☐ \$250 per day (for multiple day programs) If meeting is out of state/town, course will be responsible for travel, lodging and expenses of the CME coordinator.
Registration Oversight – Meeting Planner • We will only manage the registration check-in desk at the meeting • Assist with onsite registration • Provide course director with attendee roster as needed • Creation of faculty and registrant badges • Processing of registration cancellation refunds	☐ \$250 per day (for multiple day programs) If meeting is out of state/town, course will be responsible for travel, lodging and expenses of the CME coordinator.

TOTAL ANTICIPATED FEES FOR MEETING

ACCREDITATION FEE: \$ _____

(Includes accreditation, specialty credits and MOC Fees)

MEETING MANAGEMENT FEES \$ _____

OTHER ADDITIONAL FEES \$ _____

ANTICIPATED TOTAL FEE \$ _____

____ (INITIALS) I ACKNOWLEDGE THE FINANCIAL RESPONSIBILITY TERMS OUTLINED ABOVE AND THAT I AM RESPONSIBLE FOR THE FINANCIAL OUTCOMES OF THE ACTIVITY. I UNDERSTAND THAT MY DEPARTMENT WILL BE HELD LIABLE IN THE EVENT THE ACTIVITY INCURS A FINANCIAL LOSS. YOUR DEPARTMENT WILL BE BILLED FOR ALL FOR ALL CME FEES FOR LIVE OR ONLINE EVENTS.

____ (INITIALS) TO ENSURE THE SUCCESS OF THE CME EVENT, THE COURSE DIRECTOR MUST ADHERE TO THE RECOMMENDED PROGRAM PREPARATION TIMELINE. DEVIATION FROM THE ESTABLISHED TIMELINE MAY HAVE A NEGATIVE IMPACT ON THE ATTENDANCE AND/OR FINANCIAL PERFORMANCE OF THE ACTIVITY. APPROPRIATE ADMINISTRATIVE FEES WILL BE CHARGED IF THE PROGRAM IS CANCELLED OR POSTPONED.